

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION
No. 25-2

17 February 1998

Information Management

ARMY MATERIEL COMMAND DUPLICATE EMERGENCY FILES PROGRAM

Supplementation. Local supplementation of this regulation by subordinate commanders is permitted. If supplements are issued, furnish copy to the Commander, USAMC, ATTN: AMCIO-F, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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1. **Purpose.** This regulation prescribes policies, procedures, guidance, and implementing instructions for establishing and maintaining a duplicate emergency files management program within the Army Materiel Command (AMC). The implementing instructions include--

a. The documentation of essential war functions on DA Form 4541, Essential General War Function Statement (EGWFS).

*This regulation supersedes AMC-R 25-2, 25 August 1989.

b. The identification of documents required to perform essential functions during emergencies. This includes Survival, Recovery and Reconstitution of AMC organizations.

c. The selection, distribution, filing, storage, safeguarding, accountability, and inventorying of documents and related material placed in Duplicate Emergency Files Depositories (DEFD) in support of Chapter 5, AMC Survival, Recovery and Reconstitution System, AMC Mobilization and Operations Planning and Execution System (AMC-MOPES).

2. **Applicability/scope.** This regulation applies to Headquarters (HQ) AMC, AMC major subordinate commands (MSC) and subordinate installations and activities; AMC program/project/product managers (PM); and separate activities reporting directly to HQ AMC. Program executive offices (PEO) and PM supported by an AMC MSC are invited and encouraged to use the AMC Duplicate Emergency Files Program (DEFP) and AMC depositories.

3. **Objective.** The objective of the AMC DEFP is to ensure that AMC activities identify and maintain at designated sites essential documents they need to accomplish their essential functions during a national emergency. This objective is accomplished by--

a. Positioning emergency files at designated Emergency Relocation Site (ERS) (HQ AMC only), Alternate Headquarters (AH), and the AMC Master Duplicate Emergency Files Depository (MDEFD).

b. Requiring that the Duplicate Emergency Files (DEF) be kept in a state of currency and readiness at all times.

c. Designating the EGWFS, (DA Form 4541), as the primary document for identifying specific actions, documents, and automatic data processing (ADP)/communication automation support required to perform essential war functions.

d. Requiring periodic contract between functional representatives of staff activities of the primary headquarters and designated counterparts at AH.

4. **Essential General War Function Statement (EGWFS).** a. EGWFS are an essential component of the DEFP because they provide the details necessary to carry out the essential war functions listed in the AMC-MOPES and identify the documents and ADP/communication requirements needed to carry out these functions.

b. At least one EGWFS will be prepared for each essential war function listed in the AMC-MOPES. EGWFS will be prepared in sufficient detail to provide the information that will enable emergency personnel at the ERS or AH to perform the function identified on the form. As many EGWFS as are necessary will be prepared to provide the level of detail needed. For example, an essential war function listed in the AMC-MOPES may have several subfunctions (Item 4 of DA Form 4541). A separate EGWFS may be required for each subfunction. Likewise, a separate EGWFS may be required for each phase of the nuclear attack period if required actions are different during each phase. To illustrate, an essential war function listed in the AMC-MOPES with 4 subfunctions, to be performed during Survival, Recovery and Reconstitution, and may require the preparation of 12 EGWFS.

c. EGWFS will be under continual review and updated whenever significant changes occur. They must be in agreement with the essential war functions checklist in AMC-MOPES, and must be updated simultaneously with any change in the AMC-MOPES checklist.

d. The EGWFS is the primary document for determining information and information system support (especially automation and telecommunications) which the AH and the ERS require to accomplish their respective missions.

5. Relationships. Relationships among DEFP, the AMC-MOPES, and the Automation Data Processing Continuity of Operations Plan (ADP COOP):

a. The DEFP provides policy and procedures for maintaining duplicate documents in designated emergency files depositories in support of all AMC continuity of operations and reconstitution plans.

b. AMC-MOPES provides guidance and procedures for mobilization and wartime operations, and identifies essential functions to be performed during emergency conditions.

c. The ADP COOP Program is described in DA PAM 25-1-1, Installation Information Services. The ADP COOP has two basic aspects: continuity of operations under peacetime conditions which can include the use of alternate ADP COOP sites; and emergency necessitating the activation of the ERS or AH. ADP support requirements for peacetime conditions will be determined by the supporting Defense MEGA Center (DMC). ADP support required at an ERS or AH will be identified in Item 10 of the EGWFS.

6. **Categories.** DEF will be divided into two categories:

a. Category A - DEF maintained by all elements utilizing an AH and/or ERS. These files must contain current data needed to perform essential functions at the AH or ERS location during the Survival and Recovery phase. Category A files may be further divided into subcategories:

(1) Subcategory A1 - DEF required by HQ AMC to operate from the ERS. (Only HQ AMC staff elements store records at the ERS.)

(2) Subcategory A2 - DEF stored at an AH which are necessary to perform essential functions of the incapacitated primary headquarters for a short period of time.

b. Category B - Reconstitution Files. Files provided the AMC MDEFD to be retrieved to establish the nucleus of a reestablished headquarters. These files would permit the headquarters to begin functioning after any conceivable circumstances which would result in the loss of records on hand.

c. All AMC elements will store their category B files at the AMC MDEFD: this includes those not assigned an ERS or AH. Exception to this policy will be specifically approved, through the chain of command, by HQ AMC, ATTN: AMCLG-RO, and identified in the COOP (AMC-MOPES, Chapter 5) and activity implementing COOP plans. The address of the MDEFD is unclassified, and is as follows:

MAILING ADDRESS:

U.S. ARMY INDUSTRIAL
OPERATIONS COMMAND
ATTN: AMSIO-DMM (A)
P.O. BOX 392
ATCHISON, KS 66002-0392

FREIGHT ADDRESS:

U.S. ARMY INDUSTRIAL
OPERATIONS COMMAND
ATTN: AMSIO-DMM (A)
P.O. BOX 392
6675 SHERMAN ROAD
ATCHISON, KS 66002-9801

d. AMC program/project/product managers will store DEF (subcategory A2) at the AH, when applicable, and reconstitution files (category B) at the AMC MDEFD until they can input into the Digital Data Repository (DDR). Once they are able to input into DDR, their images will be stored on optical disks at the DDR COOP site.

e. Program executive offices and their program/project/product managers supported by AMC MSCs are invited and encouraged

to use the AMD DEF program and the AMC MDEFD for storage of vital emergency backup/reconstitution files.

7. Responsibilities. a. Commanders of MSCs, separate reporting activities and installations will--

(1) Designate a DEF Program Manager (DEFPM) of sufficient grade and organizational placement to effectively manage the DEFPM for the activity.

(2) Inform HQ AMC, ATTN: AMCIO-F and the appropriate AH, of the name, office symbol, and DSN (Secure Telephone Unit (STU) III, if available) of the DEFPM.

(3) Analyze all requirements for the DEFPM and furnish implementing guidance to their command, installation, or activity.

(4) Maintain category A files at the designated AH and category B files (reconstitution files) at the MDEFD.

b. Deputy Chiefs of Staff and heads of separate staff offices located at HQ AMC will--

Designate a functional representative and an alternate for their staff activity. The designated functional representative (DFR) must be of sufficient grade and stature, and knowledgeable of the functions of the staff activity as to be able to perform the duties prescribed by this regulation and to make decisions for the head of the element, when necessary. Provide the MDEFD a listing of all AMC DFRs, to include office symbol and telephone number.

c. Commanders of installations that have been designated as an ERS or AH will--

(1) Establish and operate a DEFPM.

(2) Appoint a DEF custodian to maintain the DEFPM and perform the following tasks:

(a) Receive, file, and safeguard DEF per this regulation and appropriate security regulations.

(b) Maintain a filing system to assure DEF are readily identifiable and available for their intended use. Files should be identified by submitting command or activity, and broken down by staff element/office of the command/ activity. To ensure

quick retrieval of the documents on-hand in the DEFD, the white copy of AMC Form 1437 will be annotated with the cabinet and drawer where they are filed.

(c) Perform physical inventories of DEF annually (see [appendix F](#), Annual Inventory Schedule) upon receipt of AMC Form 1437. Take all actions necessary as indicated on the form, i.e., retain, destroy, or return; identify any discrepancies by annotating the form and returning it to the originator.

(3) Require designated functional counterparts (DFC) to review and evaluate files submitted by the Alternate Headquarters DFR and to communicate with the DFR to ensure adequacy of files.

d. The DEFPM will--

(1) Be the focal point in the command, installation, or activity for the activity DEFP.

(2) Monitor the activity DEFP and ensure all requirements are met.

(3) Ensure DFRs and DFCs are appointed and maintain names, grades, job titles, office symbols, and telephone numbers of appointees. Annually, send an updated list to the appropriate DEFD custodian.

(4) When a visit to the DEFs is deemed necessary, a written report should be submitted to the activity commander within 30 days of the visit, evaluating the program at the DEFD visited and recommending corrective actions. A copy of this report will also be provided to the activity visited and to HQ AMC, ATTN: AMCIO-F. A checklist for use during these visits is provided at [appendix G](#). Items 12 through 14 on the inspection checklist are designed specifically for the DEFPM. A sample trip report is provided at [appendix H](#). This visit may be performed by a representative of the DEFPM, e.g., by an individual from the activity staff element as an incidental task to other mission travel.

(5) Have the head of each submitting organization review their requirements each year, and sign the current annual assessment of their reconstitution files requirements.

e. The DFR will--

(1) Be the functional point of contact for the staff element for all matters pertaining to the use of the DEF.

(2) Forward required documents to the appropriate DEFD.

(3) Ensure that EGWFS (DA Form 4541) are prepared by staff elements for each essential war function listed in Chapter 5 to AMC-MOPES. EGWFS will be authenticated by the chief of each organization.

(4) Review EGWFS and other documents in the DEFD annually for currency and completeness. Assure the EGWFS identifies ADP/COOP (Item #10) and Reference (Item #11) needed to support the function.

(5) Review essential war functions checklist for the staff activity no less than annually and ensure it is complete and current, and is supported by EGWFS and other required documents in the DEFD.

(6) Coordinate with functional counterparts at the AH to ensure functional counterpart is aware of AH requirements and files are adequate to perform required functions under emergency conditions. Caution must be exercised in telephone conversations in referring to DEF. The use of STU III is recommended.

(7) Visit applicable DEFs and functional counterparts at the AH as deemed necessary and submit a written report to the activity DEFPM within 30 days of the visit, evaluating the DEF and AH operating procedures at the site visited and recommending corrective actions. A copy of the report will also be provided to the activity visited. This visit may be performed by another functional specialist within the staff element as an incidental task to other mission travel. Visits to the MDEFD and ERS are primarily to check adequacy of the files, maintenance, and retrievability. Coordination with functional counterpart is not applicable.

f. The DFC will--

(1) Communicate with the functional representative and keep him/her informed as to the adequacy of the files. Caution must be exercised in telephone conversations in referring to DEF. The use of STU III is recommended.

(2) Meet with the designated functional representative during the latter's visit, and discuss the files in relation to functions that will have to be performed during an emergency.

8. Third-party submission of DEF. a. Files submitted to the AMC MDEFD, or an AH or ERS, by one command, installation, or activity on behalf of another (functional proponent) are third-party submissions.

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b. Functional proponents requiring third-party submissions will--

(1) Coordinate requirement with submitting activity and DEF custodian.

(2) Furnish name, address, office symbol, and telephone number of action officer/DFR to the third-party submitter and DEF custodian.

(3) Identify third-party submitters in Item 11 of EGWFS (DA Form 4541).

(4) Third-party submitter should identify the supported function in the remarks section of AMC Form 1437 and provide a copy to the appropriate DFR.

9. References.

a. Executive Order 11490, October 30, 1969, Assigning Emergency Preparedness Functions to Federal Departments and Agencies.

b. AMC-MOPES, classified SECRET.

c. AR 25-1, The Army Information Resources Management Program.

d. AR 25-50, Preparing and Managing Correspondence.

e. AR 340-26, Duplicate Emergency Files Program.

f. AR 380-5, Department of the Army Information Security Program.

g. DA PAM 25-1-1, Installation Information Services.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, HQ AMC, ATTN: AMCIO-F, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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APPENDIX A

EXPLANATION OF TERMS

A-1. **Primary headquarters.** A headquarters whose functions are taken up by an alternate headquarters when it (primary headquarters) cannot function.

A-2. **Alternate headquarters (AH).** An existing headquarters or command which is predesignated to assume the responsibilities and functions of another headquarters under prescribed emergency conditions.

A-3. **Continuity of Operations Plan (COOP).** A plan that ensures essential functions can continue in any national emergency. Included in this planning are the following:

- a. Planning to provide continuity of operations.
- b. Determining which functions are essential to the operations.
- c. Programming and funding of readiness testing.
- d. Announcing common doctrine of continuity of operations within commands.

A-4. **Designated functional counterpart (DFC).** An appointed individual at an alternate headquarters that specializes in or is knowledgeable of a specific function, and who, together with his/her DFR, will review emergency files for adequacy.

A-5. **Designated functional representative (DFR).** An individual that is responsible for the DEFP of an element at primary headquarters. The functional representative is responsible for ensuring that the proper duplicate emergency files are maintained at the appropriate ERS or AH, to perform emergency functions listed in the AMC-MOPES, or otherwise determined to be an essential function. Must also communicate and visit, or direct the accomplishment of a visit with functional counterpart to ensure adequacy of the files.

A-6. **Duplicate emergency files (DEF).** Essential directives, instructions, programs, plans, emergency action procedures, and other documents required to perform essential functions in an emergency, real or simulated, natural or manmade. These files are kept at duplicate emergency files depositories.

A-7. **Duplicate emergency files custodian.** A designated individual at the ERS, AH, or AMC MDEFD who is responsible for filing and maintaining the duplicate emergency files. The custodian will also perform physical inventories of files and maintain appropriate inventory records.

A-8. **Duplicate emergency files depository (DEFD).** An area designated to store duplicate emergency files for safekeeping (includes ERS, AH, and MDEFD).

A-9. **Duplicate emergency files program manager (DEFPM).** A designated individual who will be the focal point in the command, installation, or activity for the program. He/she will monitor the program, provide guidance, and ensure all requirements are met.

A-10. **Emergency relocation site (ERS).** A site located where practical, outside a prime target area where all or portions of a civilian or military headquarters may be moved. It may be inactive or on a standby basis and may, as a minimum, be manned to provide for the support of the facility, communications, and data base. It should be capable of--

- a. Rapid activation.
- b. Supporting the initial needs of the relocated headquarters for a predetermined period.
- c. Expansion to meet wartime requirements of the relocated headquarters.

A-11. **Essential functions.** Indispensable functions of an activity that must be performed during an emergency.

A-12. **Essential General War Function Statement (EGWFS), DA Form 4541.** A document prepared to describe specific actions to be taken to perform a function in an emergency. As a minimum, all activities should have EGWFS and files identified therein at the MDEFD. In addition, those activities assigned an AH and/or ERS (HQ AMC only) will also forward EGWFS, with supporting documents to the AH and ERS. Documents needed to perform subfunctions are also listed on the statement, along with communications and ADP support required.

A-13. **Reconstitution files.** Duplicate files kept at the AMC MDEFD for the purpose of reconstructing files of an activity or element when primary files have been destroyed.

A-14. **Digital Data Repository (DDR).** All engineering data is stored plus related documentations to this same location.

APPENDIX B

FILE CONTENT AND CRITERIA

B-1. **Contents.** a. Duplicate emergency files must contain sufficient instructions and details to ensure they can be utilized as intended. Originators must be aware that these records may be utilized by individuals who may not be totally familiar with the procedures of the primary headquarters. Files should contain as a minimum--

(1) Mission and function statements, points of contact, message addresses, and telephone numbers.

(2) Outline of specific actions which must be performed under emergency conditions describing desired results, references and reports. The EGWFS, DA Form 4541, is normally used for this purpose.

(3) Approved plans or other key documents required to accomplish essential functions under emergency conditions.

b. Reconstitution files, in addition to the above, must contain such information as deemed necessary to successfully reconstitute the headquarters once the emergency situation has been stabilized.

B-2. **Criteria.** a. Consideration will be given to the following when determining what material should be prelocated at duplicate emergency files depositories (DEFD):

(1) Is the material indispensable to the conduct of essential general war functions?

(2) Are the records essential for continuance of operations or reconstitution?

(3) Are records of agreement with other defense or non-defense agencies and private industry available to enable continuance or expansion of wartime operations?

(4) Are duplicate emergency files such as continuity of operations plans or procedures, LOGPLANS not on regular distribution, emergency action checklists, readiness actions (prepositioned directives), and related implementing instructions and listings of primary communications contracts available at the DEFDD?

b. A literal application of the above criteria could produce an excessive volume of duplicate emergency files. Therefore, the following guidance will be adhered to:

(1) Documents such as policy papers, administrative publications, data compilations, and reports which are known to receive wide distribution throughout the military establishment will not normally be stored in DEFD. This guidance is also applicable to material which is disseminated to several elements commensurate with assigned functional responsibilities. The office of record (originator) will store the record if the record is deemed essential.

(2) Action will be taken to ensure that coordination is effected so that documents such as programs and plans which are required by more than one element are not duplicated. Arrangements should be made so that only the internal element which has primary interest in the document will transmit it to the depository(s) for overall command use.

(3) Documents such as AMC and DA regulations and circulars need not be submitted to the AMC MDEFD, for they are on pinpoint distribution for such publications. It is the responsibility, however, of each element to ensure that necessary local publications are available or request the MDEFD to establish pinpoint distribution to ensure future availability.

(4) Technical publications necessary for operations that are peculiar to a particular element will be maintained at the AMC MDEFD only on request. Annual verification of the requirement for a peculiar technical publication must be provided by the element, preferably at the same time the annual inventory is submitted.

(5) Elements desiring the maintenance of other publications (technical manuals, etc.) should transmit copies of such publications by AMC Form 1437 to the appropriate files depository.

(6) If possible, send vital records on disks, this will enable AMC MDEFD to help the requesting organization (during an emergency) to more quickly update their data base after the emergency has passed.

(7) Those elements desiring to e-mail small documents directly to the AMC MDEFD, for storage should call DSN 939-1520, for the current e-mail address.

c. Withdrawal of data from duplicate emergency files for use other than the intended purpose requires justification and approval from the element for which the files are stored. This does not preclude temporary withdrawals for reproduction purposes to satisfy a requirement, but they must be returned IMMEDIATELY to the depository.

B-3. Engineering records, optical disks, and technical data files. Commanders and program/project/product managers who have engineering or national procurement and production missions will store a set of current vital engineering records and technical data packages (TDP) at the AMC MDEFD. Data stored on optical disk will be duplicated on optical disks and stored at an alternate DDR site under the DDR COOP.

a. Engineering records, optical disks, and TDPs encompass production drawings and associated lists, specifications, standards, purchase descriptions, bills of material, inspection and packaging data, and technical package lists, as well as records and scientific information relating to research, development, engineering, test and evaluation, production, operations, use, and maintenance of the munitions and military supplies and equipment for which AMC has mission responsibilities.

b. The determination of mission items covered by these engineering records, optical disks, and TDPs is the responsibility of the commander or program executive officer/program/project/product manager. While the combat essential philosophy will have emphasis under general war operations, a current set of item data should be maintained at the AMC MDEFD, DDR primary and COOP sites, or other approved locations in support of military forces of the United States, its allies, and other approved military aid programs.

c. Engineering records and TDPs (paper records) will be in the most recent configurations. The complete historical files consisting of the original data plus all revisions will be retained by the responsible AMC element and depository. Complete instructions for adding new information will be clearly stated on the AMC Form 1437 with applicable standing operating procedures (SOP) which are updated as necessary to ensure proper file maintenance.

d. The documentation for items under research and development, which show promise of early fielding, type classification, etc., will also be included in engineering, optical disks, and technical data files.

e. Engineering and technical data in the medium of aperture cards should be divided into two major categories: drawings and documents. The documents should be divided into sections by type of documents they contain (usually indicated by prefix). They should also be in alphanumeric order accompanied with one machine individual aperture card tabulation listing, if unclassified; two listings, if classified.

f. Procedures for the maintenance and storage of engineering technical data on optical disks are contained in the DDR. For those elements using the Joint Engineering Data Management Information Control System (JEDMICS), it will not be necessary to forward the TDP to the MDEFD. However, those who have aperture cards stored at the MDEFD are responsible for updating the MDEFD files and informing the MDEFD custodian when they become obsolete. As it is not planned to put a JEDMICS at the MDEFD, aperture cards presently on hand will be maintained until the data is included in DDR or becomes obsolete.

g. Engineering and technical data documentation that cannot be stored on optical disks at this time will continue to be forwarded to the MDEFD in hard copy or microform.

h. The MDEFD will not maintain duplicates of engineering technical data. If an element requests a particular item of technical data, the item will be provided to the requesting element to reproduce. The requesting element will copy the item of technical data and return the original to the MDEFD as expeditiously as possible.

i. Information on the JEDMICS COOP may be obtained by contacting the AMC Deputy Chief of Staff for Research, Development and Engineering, ATTN: AMCRD-IEE, DSN 767-5100.

B-4. Emergency operating files. Selection of emergency operating files will be based on what functions are to be performed. As a minimum, each essential war function listed in an element's COOP must be documented. DA Form 4541 will be used for this purpose.

APPENDIX C

ADMINISTRATIVE PROCEDURES

C-1. **AMC Form 1437, Document Transmittal and Inventory.**

a. AMC Form 1437 will be used as the means of transmitting duplicate emergency files to the emergency files depositories.

b. In most instances, AMC Form 1437 will be used to transmit a single document. Where bulk shipment (not applicable to paper copy) is concerned, local procedures will be developed to identify, account for, and maintain the files. A listing would be prepared and attached to AMC Form 1437 accompanying the bulk shipment; e.g., a narrative description to include approximate number of microfiche, optical disks, etc., should be used to identify the material. AMC Form 1437 must be attached to each document even though the following forms are used:

(1) DA Form 3964 (Classified Document Accountability Record).

(2) DA Form 455 (Main and Document Register).

(3) AMC Form 1438-R-E (Annual Inventory Listing).

c. Fill in all information required on the form except that which is to be completed by the files custodian. It is essential that the office reference symbol, as well as the office designation be inserted in the block titled "Directorate, Office, Division." Further, if you have records at the depository which were forwarded under another office symbol, indicate the former office symbol next to your present office symbol. This will assist the custodian in identifying the records to be destroyed, returned, etc. Enter no classified information, but be specific in listing the document on the form, e.g., AMC Continuity of Operations Plan, rather than Continuity of Operations Plan.

d. The white and green copies will be securely attached to the document being transmitted. Varying local procedures may be developed on the use of the pink and yellow copies. Usually the pink copy is retained by the originator and the yellow copy by the functional representative of an element. Retention of a copy of AMC Form 1437 is vital for readiness review purposes, as well as for annual screening and inventory purposes.

e. The white and green copies will be used by the custodian at the DEFD. The white copy will be used as a basis for maintaining a master list of all documents on hand and where they are filed. The green copy will remain attached to the document as a means of identification and will be destroyed with the document.

C-2. **AMC Form 1438-R-E, Annual Inventory Listing** (RCS exempt: AR 335-15, paragraph 5-2g).

a. AMC Form 1438-R-E will be used for recording local inventory and maintaining the files in current status.

b. ERS and AH depositories:

(1) Elements which transmit material to ERS and AH depositories will screen their files annually, per the annual inventory schedule at appendix F, to determine adequacy and currency of the files.

(2) AMC Form 1438-R-E will be prepared for each of these depositories utilizing the past year's inventory updated by new records forwarded on AMC Forms 1437, listing the material stored and desired disposition, i.e., retain, destroy, return. Two copies of the forms will be forwarded to each depository. Depository custodians will then make a physical check of the stored material using AMC Form 1438-R-E; accomplish the actions directed and annotate both copies of the form and return one copy to the originator. Custodians will retain one annotated copy of the form as a record of authority for actions taken. This inventory will be retained until replaced by the next inventory listing.

c. MDEFD:

(1) According to the schedule at appendix F, the MDEFD custodian will send each activity with documents stored at the depository, an annual listing, all information will be provided with columns labeled "Retain," "Destroy," and "Return." The recipient will then check the inventory, indicate appropriate action, and return it to the MDEFD within 30 days.

C-3. **Privacy Act requirements.** a. Duplicate emergency files do not constitute separate systems of records under the Privacy Act, and do not require a unique system notice. Existence of these records should be indicated by the following statement under location entry of applicable system notice:

"Duplicate copies of these records are maintained at select depositories, locations of which are classified. These copies are used in the event of a national emergency to perform the function(s) listed below: (SUMMARIZE IN UNCLASSIFIED FORM)."

b. Specific location of COOP records will not be identified in systems notices, since this information is classified CONFIDENTIAL, except for the MDEFD location, which is unclassified.

C-4. **Security.** a. The locations where duplicate emergency files, except the MDEFD, are stored are classified CONFIDENTIAL when related to the activity. Accordingly, material will not be addressed to emergency relocation site or alternate headquarters as such. Mailing addresses, as indicated in the AMC-MOPES, (or specific COOPs) will be used by elements to forward documents to emergency files depositories.

b. Should emergency files be issued to staff representatives during an exercise, they will be returned to the depository using the receipt system established at the depository. Upon issue, classified documents will be controlled per AR 380-5.

c. During the early stage of an emergency, normal administrative control of classified documents may be waived. However, waivers will not reduce security to the extent of endangering the nation. The emergency files may be transferred to authorized personnel on bulk receipt in the event of such waiver.

d. Since the nature and location of emergency files is sensitive information, care will be exercised to ensure that files, as well as forms used for the transmittal and inventory purposes, do not violate security regulations. The abbreviations "ERS" and "AH" will not be annotated on any emergency files or associated material, and any required correspondence material will not refer to continuity of operations or COOP.

e. Duplicate emergency files may vary from unclassified to TOP SECRET. Classified documents will be transmitted per applicable security regulations for safeguarding and control purposes, in addition to the use of AMC Form 1437.

f. Prior to transmitting material which requires specialized security clearance, coordination will be effected with the DEFD to ensure that its personnel have the required clearance to accept and maintain the material.

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g. No classified information will be entered on AMC Forms 1437 and 1438-R-E. If location of the alternate headquarters or the emergency relocation site is entered on the forms, the forms must be classified CONFIDENTIAL. The location of the master duplicate emergency files depository is unclassified.

CLASSIFICATION**ESSENTIAL GENERAL WAR FUNCTION STATEMENT**

PART A	
1. RESPONSIBLE AGENCY	2. DATE
3. FUNCTION	
4. SUBFUNCTION	5. PHASE(S)
6. SPECIAL SKILLS (if required)	
PART B	
7. ACTIONS REQUIRED (Who, what, when, how, where)	
(Continue on reverse if necessary)	
PART C	
8. COORDINATION:	
a. INTERNAL	b. EXTERNAL
9. COMMUNICATIONS REQUIREMENTS (MEDIA) (P-PRIMARY, A-ACCEPTABLE ALTERNATE) (Enter "P" or "A" in boxes) as appropriate.)	
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> RECORD</div> <div style="text-align: center;"><input type="checkbox"/> VOICE</div> <div style="text-align: center;"><input type="checkbox"/> SECURE</div> <div style="text-align: center;"><input type="checkbox"/> FACSIMILE</div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;"><input type="checkbox"/> DATA (ADP)</div> <div style="text-align: center;"><input type="checkbox"/> COURIER</div> </div>	
10. ADP SUPPORT (if applicable -- automated reports by RCS, title and automated system; access to real-time automated data bases by ADP system.)	

CLASSIFICATION

PART D

11. REFERENCES

PART B (CONT'D)

7. ACTIONS REQUIRED (Cont'd)

APPENDIX E

DOCUMENT TRANSMITTAL AND INVENTORY

(AMC R 25-2)

TITLE OF DOCUMENT

THRU: FILES COORDINATOR:

DATE FORWARDED:

TO:

FROM:

DIRECTORATE, OFFICE, DIVISION

FILE CABINET NO.

DRAWER NO.

FOLDER NO.

ITEM NO.

DESCRIPTION

DATE OF
DOCUMENTSECURITY
CLASSIFICATIONSECURITY
CONTROL NO.

REMARKS

☐

THIS DOCUMENT IS A NEW ADDITION

☐

THIS DOCUMENT MODIFIES _____

☐

THIS DOCUMENT REPLACES _____

☐

OLD DOCUMENT IS TO BE REMOVED AND DESTROYED

☐

OLD DOCUMENT IS TO BE REMOVED AND RETURNED

TO BE COMPLETED BY FILES CUSTODIAN

DATE RECEIVED

DATE POSTED

DATE DESTROYED

AMC FORM 1437-R-E
30 AUG 89

NOTE: If you show an address of a depository (per appendix C, para 4a) other than that of the MDEFD, you must classify this form **CONFIDENTIAL**. You may use the location codes listed in Chapter 12, AMC-MOPES, to avoid classifying this form.

AMC-R 25-2

APPENDIX F

ANNUAL INVENTORY SCHEDULE

- F-1. a. 1st Quarter (due in NLT 31 Dec):
- (1) ARL.
 - (2) AMCOM and subordinate activities.
 - (3) TACOM and subordinate activities.
- b. 2d Quarter (due in NLT 31 Mar):
- (1) IOC and subordinate activities.
 - (2) CBDCOM and subordinate activities.
- c. 3d Quarter (due in NLT 30 Jun):
- (1) HQ AMC and separate reporting activities.
 - (2) CECOM and subordinate activities.
 - (3) STRICOM and subordinate activities.
 - (4) USASAC and subordinate activities.
- d. 4th Quarter (due in NLT 30 Sep):
- (1) SSCOM and subordinate activities.
 - (2) TECOM and subordinate activities.

F-2. Inventories not received by the above dates will be considered delinquent. Custodians of the ERS and AHS will notify the head of the activity of the nonreceipt of the annual inventory with a copy to HQ AMC, ATTN: AMCIO-F.

F-3. The MDEFD custodian will provide each element with a computer printout of documents on hand by the dates shown above. Upon receipt of the printout, procedures outlined in appendix C, paragraph 2c, will be followed.

INSPECTION CHECKLIST

AMC-R 25-2

TASK: Duplicate Emergency Files (DEF)**SUBTASK: DEF Depositories****THIS CHECKLIST: Maintenance and adequacy of documents****ORGANIZATION:****ACTION OFFICER:****REVIEWER: (Chief of the Organization)****DATE COMPLETED:****1. Is there an Essential General War Function Statement (EGWFS) on hand for each war function listed in the AMC-MOPES?**RESPONSE: ☐ YES ☐ NO ☐ NA**2. Are the documents listed on the EGWFS (Item 11) available at the depository?**RESPONSE: ☐ YES ☐ NO ☐ NA**3. Does the custodian have a master list of all documents on hand?**RESPONSE : ☐ YES ☐ NO ☐ NA**4. Is the location of where your files are stored shown on the master list?**RESPONSE: ☐ YES ☐ NO ☐ NA**5. Can your documents be retrieved quickly?**RESPONSE : ☐ YES ☐ NO ☐ NA**6. Is your up-to-date annual inventory on file at the depository?**RESPONSE : ☐ YES ☐ NO ☐ NA**7. Has your functional counterpart reviewed your DEF (AHs only)?**RESPONSE : ☐ YES ☐ NO ☐ NA**8. Does your functional counterpart feel they are adequate to perform the essential war functions listed?**RESPONSE: ☐ YES ☐ NO ☐ NA**9. Does your functional counterpart feel your EGWFS(s) describe your essential war functions in sufficient detail so that he/she could perform them in an emergency?**RESPONSE : ☐ YES ☐ NO ☐ NA

10. Are changes to documents being posted to basic publication or being filed in same folder?

RESPONSE : ☐ YES ☐ NO ☐ NA

11. Do the EGWFS identify communications/ADP support to perform listed functions?

RESPONSE: ☐ YES ☐ NO ☐ NA

12. Has inventory of files been conducted within the past year?

RESPONSE: ☐ YES ☐ NO ☐ NA

REMARKS: (If reply is "No", list staff elements who have not conducted required inventory).

13. Have function representatives visited DEFD to review their files within the past 2 years?

RESPONSE : ☐ YES ☐ NO ☐ NA

REMARKS: (If reply is "No", list staff elements who have not made bi-annual visit).

14. Does the DEFD have procedures for issue and control of documents when it is necessary to use documents during exercises or real emergencies?

RESPONSE : ☐ YES ☐ NO ☐ NA

REMARKS:

15. Are files arranged by supported activity and/or functional element?

RESPONSE : ☐ YES ☐ NO ☐ NA

REMARKS:

16. Have EGWFS(s) been authenticated by the Chief of the organization?

RESPONSE : ☐ YES ☐ NO ☐ NA

REMARKS:

17. Are storage facilities proper and adequate to prevent damage to sensitive files such as PC disks and ADP tapes?

RESPONSE : ☐ YES ☐ NO ☐ NA

REMARKS:

NOTE: Where your response is "no", cross-reference to where corrective action plans can be found. If corrective action is made during the inspection, show your recommendation and corrective action taken in the "Remarks" section.

APPENDIX H

TRIP REPORT

MEMORANDUM THRU: CHIEF, -----DIVISION

FOR DEPUTY CHIEF OF STAFF FOR -----(or head of element)

SUBJECT: Trip Report on Visit to the Master Duplicate Emergency
Files Depository (MDEFD) * 8 - 10 Apr XX

1. PURPOSE OF VISIT: To perform physical inspection of files
stored at the MDEFD as required by AMC-R 25-2.

2. PERSONNEL CONTACTED:

3. SYNOPSIS OF ESSENTIAL INFORMATION:

a. Explain what was accomplished during the trip (a copy of
the checklist would suffice).

b. Required actions (with recommended taskings and action
offices).

(1) This should address any follow-up actions required by
the action officer or recommended taskings for other offices
within the staff element.

(2) This should address actions required to be taken by
the head of the element visited.

c. Recommendations. Any action recommended, based on above
paragraphs.

4. REQUIRED FOLLOWUP/MILESTONES: (if applicable)

*If this is a visit to an AH or ERS, and location is mentioned,
this document must be classified and contain a paragraph 5.

AMC-R 25-2

5. This Trip Report is classified CONFIDENTIAL because location of alternate headquarters (or emergency relocation site) is disclosed. (Classification authority would be: AMC-MOPES, and Declassify on: OADR.)

Encl
(if applicable)

TRAVELER
(Signature Block)

CF:
Appropriate DEFPM
Appropriate DEFD Custodian
AMCIO-F